
Remission of Fees

The following arrangements apply to the remission of fees for members of staff attending courses at this University:

- i. Remission of part-time tuition fees for University of Leicester degree courses is restricted to direct employees only of the University. Honorary staff and others, including the family of members of staff, may not be beneficiaries.
- ii. The benefit is restricted to the level of the equivalent part-time tuition fee. There is no remission in respect of residential costs, agency fees, consumables or other real costs incurred by the institution.
- iii. Part-time employees, excluding casual staff, will have a pro rata entitlement to any remission of fees.
- iv. A member of staff who leaves the University's service during the course of the academic session shall be liable for pro rata fees calculated from the date upon which the employment ends.
- v. All staff, whether academic, academic-related, clerical, technical or manual, shall be treated on the same basis in respect of remission of fees.
- vi. The remission of fees benefit is restricted to those instances where the pursuit of the course is directly relevant to the person's job in the University and where this is recommended by the Head of Department. Directly should be tightly construed.
- vii. In cases not directly relevant part remission of fees will be considered.
- viii. Those who have already been granted remission of fees in respect of a course should continue on that protected basis even if they do not come under the revised rules set out above.
- ix. Departments running the courses concerned may limit the number of "remission cases" they are prepared to accept in any one year, but will not be expected to do so unreasonably.
- x. Remission of fees will not be granted where the member of staff or the department concerned can use external funds for this purpose, and, where it is possible to do so, the University will expect research contracts to incorporate an element to cover anticipated costs of this nature.

Members of staff should provide details of the course to be undertaken on the appropriate form (Remission of Fees Form), available on the Staff & Organisational Development website, which should be passed to the Head of Department to indicate the relevance of that course to the member of staff's current work.

The form should then be submitted to Staff & Organisational Development to determine whether the University will 'waive fees'. A request may be turned down if direct relevance cannot be shown to the satisfaction of the authorising officers. Those cases agreed will be forwarded to the Academic Office.